

REQUEST for CEREMONIAL DOCUMENT  
from  
THE HONORABLE Shirley Franklin  
CITY OF ATLANTA

**CAREFULLY READ THE FOLLOWING GUIDELINES BEFORE COMPLETING THE REQUEST FORM**

- All requests go through an internal review and approval process
- **Requests** for ceremonial documents **are limited to one** per individual and/or organization per year
- Submitting a draft and/or background for the document requested will expedite the process
- **E-mail, fax or mail the request AT LEAST 30 DAYS PRIOR TO EVENT OR PRINTING DEADLINE to:**  
Attn: Ceremonial Documents  
Mayor's Office Communications  
Suite 2500  
55 Trinity Avenue, SW  
Atlanta, GA 30303  
[ceremonialdocuments@atlantaga.gov](mailto:ceremonialdocuments@atlantaga.gov)  
Fax Number: 404-658-6893  
*Note: **After faxing, call 404-330-6004 to confirm receipt.***
- There should be only **one contact person per request.**
- Documents will remain with MOC for 30 days after the due date. After **30 days** the CD will be **destroyed**.

**PLEASE PRINT LEGIBLY AFTER READING THE GUIDELINES ABOVE**

Contact Person \_\_\_\_\_ Telephone Number \_\_\_\_\_ E-mail \_\_\_\_\_

Person/Organization Recognized \_\_\_\_\_

Event/Occasion \_\_\_\_\_

Does the person reside or is the organization located in Atlanta? \_\_\_\_\_

Will the event or occasion be held in Atlanta? \_\_\_\_\_

Today's Date \_\_\_\_\_ Date of Event/Occasion \_\_\_\_\_ Printing Deadline (If applicable) \_\_\_\_\_

**Highlights of Person/Organization Recognized** (A biographical sketch of the individual including his/her involvement in the community, or a description of the organization and how it impacts the community is required. Please use the back of this sheet if you need additional space.)

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**Do you need a photograph of the Mayor to be included in a publication for the event?** \_\_\_\_\_

**Please select one of the options listed below.**

\_\_\_\_ When my ceremonial document is completed,  
please mail it to the following:

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**OR**

\_\_\_\_ When my ceremonial document is completed,  
please call the following for pick-up:

Name \_\_\_\_\_

Telephone Number \_\_\_\_\_